

Ground Rules for SMEX Site Visits

1. Questions for the study team will be delivered in the afternoon 6 calendar days ahead of the site visit (i.e. Wednesday afternoon for a visit the following Tuesday or Friday afternoon for a visit the following Thursday). Each study team will have 3 working days plus a weekend. If the questions are to be delivered to the study team by any method other than (or in addition to) e-mail to the existing study team distribution list (as maintained by the Explorer Program Scientist), then that information should be provided to NASA as soon as possible and no later than August 2. In particular, should the team wish to have the questions faxed to them, they must provide NASA with a fax number no later than August 2.

2. The evaluation team will have 21-24 members. Meeting facilities should be planned accordingly. More details will be provided later, including the names of the evaluation team members. The study team should let NASA know of any security requirements, including possible accommodation of foreign nationals with green cards, as soon as possible. The study team should provide NASA no later than June 28 with contact information for a specific individual who will be "site visit host" for purposes of logistical questions.

3. The study team is responsible for the agenda of the site visit. NASA assumes that the PI of the study team has responsibility for the content of the site visit, including the agenda. The agenda must meet the following guidelines:

- The study team will have up to 7 hours for presentations. The 7 hour time limit will be enforced.
- The presentations must cover the breadth of material presented in the concept study report. The study team may choose which aspects of the concept study to emphasize. Additional information may be introduced at this time. The answers to the questions sent to the study team 6 days prior to the site visit should be presented to the evaluation team at appropriate points during the presentations.
- The study team may provide an optional tour lasting up to 1 hour. A tour is encouraged but not required.
- The agenda must provide an appropriate period for lunch. The length of lunch time may vary depending on whether lunch is on or off site, etc. The evaluation team members will pay for any lunch provided by the study team.
- The agenda must provide for a 30 minute period immediately after lunch for the evaluation team to hold a private caucus. An appropriate location for the evaluation team's private caucus must be provided.
- The agenda may provide up to three 15 minute breaks; these breaks do not count against the 7 hour presentation limit.
- There will be a single agenda for the entire evaluation team, i.e., no splinter sessions may be planned.

All this suggests a strawman agenda that looks like

7:45 to 8:00	Evaluation team assembles at site
8:00	Evaluation team seated and ready for presentations to begin
9:45 (or so)	Morning break (15 minutes)
10:00	Continue
11:45 (or so)	Lunch (45 minutes for evaluation team if lunch is "on site")
12:30 (or so)	Evaluation team caucus in private (30 minutes)
1:00 (or so)	Evaluation team seated and ready for presentations to resume
2:45 (or so)	Afternoon break (15 minutes)
3:00	Continue
4:45	Presentations end; 15 minute break
5:00	Tour begins (60 minutes)
6:00	Site visit ends

4. Unless specifically requested by NASA otherwise, only data and material presented during the briefings will be considered. No late material will be accepted.

5. Video taping will not be allowed during the Site Visit.

6. NASA contacts:

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